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25 JUL 1972

MEMORANDUM FOR: Director of Personnel

SUBJECT : Annual Reports

1. Attached are annual reports submitted by the Retirement Affairs Division, Contract Personnel Division, and the Benefits and Services Division.
2. The attached reports speak again to the scope, variety, workload and creativity on the part of the personnel assigned. In RAD the statistical report of services provided Agency employees is overwhelming. The report discloses also that more than retirement processing is done in RAD. RAD has contributed meaningfully to employees and to management. We know it will continue to do so, but we should no longer see a dramatic increase in workload from year to year of the type experienced in past years.
3. Quite apart from workload statistics, the CPD report indicates some significant achievements. Of these, the approved application of the Agency's "mandatory" retirement policy to Contract Employees and Career Agents should have a major impact on the management of these categories of personnel.
4. BSD's annual report, again the thickest of the three, also reflects heavy workload, improved services, and an efficient response to various types of needs of Agency personnel.
5. In all, the past fiscal year was a good one for our three Divisions. The coming year should be even better.

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Deputy Director of Personnel  
for Special Programs

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